



# SHCG

**Scotts Head  
Community  
Group**

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Ordinary Committee Meeting, 11 February 2025 @ 7pm, Reserve Hall, Scotts Head

## Minutes

**Commenced:** 7.00pm

**Acknowledgement of Country** – undertaken in AGM prior to this meeting

**Apologies:** Margie Burns, Elizabeth and David Teather, Elizabeth Druissi, Claire Forbes, Moira Ryan, Louise Bonney

**Members Present:** Simone Rudolph, Deena Gilroy (DG), Tony Crimmins (TC), Janet Granek (JG), Richard Collins (RC), Briony Magoffin (BM), Ray Fowke (RF), John Schmidt, Tom Rice, Greg Moran, George Druissi (GD), John Gilroy

**Guest Attendees:** Ian Stalker, Cyndi Marsh

## PART A - STANDARD ITEMS

1. **Minutes of previous meetings** – moved DG, seconded BM
2. **Disclosure of interests** (refer page 6) – updated following changes to Sub Committees
3. **Correspondence & Communications**
  - a) Correspondence
    - i) Inwards
      - 1) NVC Communication blackspot workshop 18 Feb, invitation to attend
      - 2) Meeting Reflections Licencing re use of Reserve Hall
      - 3) NSW Fair Trading, new forms and changes to voting by ballot for Community Groups
    - ii) Outwards
      - 1) Thanks to Police Commander for Australia Day Patrols
      - 2) Buz Brazel Oval Committee re Community Partnership Grant for upgrade to toilets
      - 3) David Maloney NVC request to meet to consider additional route options for Bike/Walk path proposal
      - 4) Quote from JimWilsonWild for Vegetation Management work to Scott Burns Reflections
      - 5) Notice of AGM 9/12/2024, 29/1/2025

b) Communications (inc. newsletter, website, & socials)

- After general discussion, TC advised of his willingness to take on the mantle of “Communications and Social Media” for SHCG. This will complement the group’s focus on building greater awareness and involvement within our village, so we address what matters most to most of us – and potentially garnering a more solid support base
- It will initially include our Newsletter, our website, and a new and improved Facebook & associated Instagram for a wider and more meaningful reach. (**Note** – *current Facebook considerations are further addressed in Part B under General Business, c, page 3*).

Moved GD, Seconded JG

#### 4. Reports

N/A – due to election of office bearers,

#### 5. Vote in New Members

- a. Louise Bonney
- b. Ezra Atkins
- c. Ardie Worsley

Moved TC, Seconded JG

### **PART B - NEW OR ONGOING ITEMS**

#### 6. General Business

- a. Proposed meeting dates for remainder of 2025  
(change to 2<sup>nd</sup> Tuesday every 2<sup>nd</sup> month instead of every month)
  - 8 April
  - 10 June
  - 12 August
  - 14 October
  - 9 December

The group agreed that this should be trialled until June – and revisited at that meeting on 10<sup>th</sup>.

*(Should there be any pressing need to convene more frequently before then, there is the option if deemed necessary, to have a special meeting).*

**ACTION: TC** to notify via Comms and Socials

- b. Sub committees – as addressed in the AGM, aside from the Gardeners sub-committee, the preference is to set up working groups as needed for the requisite periods of time, to focus on particular projects. This can be revisited should it become unworkable.
- c. SHCG Facebook Page - Discussion was held regarding issues with the current SHCG Facebook page. Research by JG uncovered:
  - it was originally linked to an individual's Facebook Account
  - that individual was hacked some time ago so closed the account
  - while JG had been given legacy rights to 'post' items, no-one is able to administer or make changes etc (not even the individual it originally belonged to)
  - it has not been used recently – no current /relevant information
  - the SHCG website and Viral Kindness appear to be the two most accessed and relevant sites

In light of the above, it was agreed that the best way forward for sanctioned, consistent, timely and relevant messaging & engagement, with and for our community, is to cut ties with the currently ineffective SHCG FB account.

In support of the initiative identified in PART A, item 3 b) on page 1, it was agreed that **TC** therefore, will look into:

- i. how to put a 'Notice of Closure' / 'Link to New SHCG Facebook Page', on the old SHCG Facebook page, and
- ii. how best to set up a new SHCG Facebook page linked with the current SHCG Instagram page
- iii. seek technical assistance from Glen Schaefer on Business FB set up, and from Crina Belevi for provision of Canva templates etc

**ACTION** : TC to effect the above

d. Reserve Hall

Discussion continues re: usage of the Reserve Hall – and whether it can be deemed a valid option as a Not-for-Profit public space/venue, for regular use by the community.

(Quick refresh – the Reserve Hall is located on Crown Land and hence is the responsibility of Reflections to manage and maintain). The Hall is also listed as a Heritage building – so it is assumed there will be some restrictions on the changes that can be made to the structure. Reflections have previously indicated a preparedness to work with the SHCG to refresh/upgrade the hall however no work has been agreed upon at this stage.

Reflections have proposed that the process for hiring the hall in the future, is for hirers to pay an application fee of \$60, and a \$7.50 per hour usage fee after that. (Significantly higher if the user or activity was to be making money from it).

JG suggested looking at ways of encouraging more community and not-for-profit user groups to make use of the Reserve Hall. One option is to negotiate an arrangement with Reflections whereby SHCG pays a one off \$60 application fee, under which community users can simply book it out regularly under SHCG. This way they would cover their hourly usage fee, without having to pay \$60 to Reflections.

**ACTIONS** : JG - continue discussions with Reflections for usage options  
 TC - prepare grant application for funding towards upgrades

e. Vegetation Management

- Scott Burns (Regional Manager Reflections) has advised that a quote from Jim Wilson/Wild for vegetation management work (arranged by SHCG) has been accepted and JWW engaged to do this work following the completion of similar work for Scotts Head Dune Care. Work is currently underway on the northern side of the Scotts Head
- On Feb 24<sup>th</sup> TC & JS will accompany Sally Cavanagh (local bush regeneration specialist), and Scott Burns from Reflections to undertake an audit of the Reserve to identify and prioritise vegetation management and infrastructure maintenance requirements for the Reflections 2025 budget
- Reflections have advised they intend to create a database of the infrastructure across the Reserve to enable better planning and budgeting to be undertaken with regard Reserve management
- Following the audit, TC, JS and Scott Burns will meet with the Member for Oxley, Michael Kemp, and provide him with a tour of the Reserve, and seek his support to advocate on our behalf for recurrent funding for vegetation management and general maintenance
- This is an exercise in transparency, where all parties – SHCG, Reflections and the Member for Oxley - will be able to see first-hand the vegetation and infrastructure priorities under consideration throughout the Scotts Head Reserve
- Through this co-operative approach we are hopeful that some of the more pressing rehabilitation and maintenance/improvement priorities will not only be agreed on, but will also be addressed
- SHCG is greatly appreciative of the participation and involvement of Reflections, together with the Member for Oxley, to jointly assess the Scotts Head Crown Land Reserve

**7. Incoming office bearers and related administration tasks**

- BM provided DG with 2 x SHCG Post Box keys at the close of this meeting.
- TC to set up Google Drive/Email access for new members
- RC to advise Dept Fair Trading of new Public Officer, change of official address and authorised signatories
- RC to lodge annual financial report with Dept Fair Trading
- JG to maintain membership register
- LB to update bank signatories

## 8. Action Tracker

### Commencing 2025:

| 2025 Meeting | Owner    | Description & Status  |
|--------------|----------|---|
| 11-Feb-25    | TC       | Notify community and stakeholders of new bi-monthly meeting dates   |
| 11-Feb-25    | TC       | Research closure of SHCG's old Facebook site, & the start-up of a new & improved Facebook and Instagram   |
| 11-Feb-25    | JG<br>TC | Reserve Hall - usage options and upgrades:<br><ul style="list-style-type: none"> <li>- To continue discussions with Reflections on venue usage options</li> <li>- Prepare grant application for funds toward upgrade of Hall</li> </ul> |

Initials – Tony Crimmins (TC), Janet Granek (JG), Briony Magoffin (BM), Ray Fowke (RF), Claire Forbes (CF), Moira Ryan (MR), George Druissi (GD), Paul Nowland (PN), Allan Turner (AT), Jackie Middleton (JM), Richard Collins (RC), Deena Gilroy (DG), Louise Bonney (LB).

### Continuing 2024:

| Meeting | Owner       | Description & Status  |
|---------|-------------|---|
| 13 Aug  | Reflections | Drainage upgrades to Headland Reserve hardstand areas. <b>Reflections ground staff are now clearing leaves on a regular basis. NFA at this time.</b>  |
| 13 Aug  | Reflections | Installation of boom gate at entrance to Headland Reserve, awaiting receipt of quotes. <b>Quotes received much higher than anticipated. Proposal to use existing boom gate with addition of combination padlock, trial to commence early 2025. Reflections to prepare communication for local user groups</b> |
| 13 Aug  | Reflections | CCTV on Recreation Hut & Headland Reserve. Awaiting outcome of Reflections meeting. <b>Advice from JM that access code for equipment recently located, will monitor over holidays.</b>  |
| 13 Aug  | Reflections | Public toilets – revision of opening hours following repeated vandalism overnight. <b>Advice received 3 Dec, Reflections to conduct trial of closing between 9pm and 7am due to continued vandalism.</b>  |
| 13 Aug  | Reflections | Rockfall fence - Geosurvey of Headland to determine need for current fence – <b>Reflections have investigated and received advice that rockfall fence is required and will now investigate repairs to existing fence.</b>   |
| 13 Aug  | Exec        | Recreation Hall - Form project team with Reflections to develop a plan to address current maintenance issues and future upgrades – <b>Conversations underway within SHCG and with Reflections</b>   |
| 13 Aug  | TC          | Discuss current access arrangements to Beach Access Buggy with Margaret Burns. <b>TC discussed with MB who advised that current arrangements with surf club meeting her needs. NFA</b>  |
| 9 July  | TC          | Take up with Harry Lynch (local resident, accountant) on his return from holidays to progress new ATO requirements for Community Groups. <b>TC to arrange meeting with HL</b>   |

Initials – Tony Crimmins (TC), Janet Granek (JG), Briony Magoffin (BM), Ray Fowke (RF), Claire Forbes (CF), Moira Ryan (MR), George Drussi (GD), Paul Nowland (PN), Allan Turner (AT) Jackie Middleton (JM)

**PART C – Next SHCG meeting dates**

- Tuesday 08 April 2025

**Refer page 1, PART A (2) - Disclosure of Interests (last updated 11 Feb 2025)**

|                                     |                     |  |
|-------------------------------------|---------------------|--|
| <del>Moira Ryan<br/>Removed</del>   | <del>Member</del>   | <del>Land Care (recently received grant from Reflections)<br/>Community Representative Gaagal Wanggaan Board of Management</del>                                   |
| Tony Crimmins                       | Member              | Deputy Community Representative Gaagal Wanggaan Board of Management  |
| <del>Ray Fowke<br/>Removed</del>    | <del>Employee</del> | <del>Department of Climate Change, Energy, the Environment &amp; Water – National Parks and Wildlife Service</del>   |
| <del>John Schmidt<br/>Removed</del> | <del>Employee</del> | <del>Department of Climate Change, Energy, the Environment &amp; Water – Water, Floodplains and Coast (North East)<br/>Biodiversity Conservation and Science</del> |

**Meeting closed 8.15pm**